

**Warren-Newport Public Library District  
EXECUTIVE DIRECTOR'S REPORT FOR MARCH  
April 23, 2019  
Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- On March 1, we lost a dear member of the WNPL family when Diana Sills passed away. On Friday, March 15, we held a beautiful celebration of Diana's life for staff and the Board. So many people shared wonderful memories of Diana and shared the tremendous positive impact Diana has had on our lives, the lives of those she touched, and on WNPL. We are going to have a dedication in Diana's memory here at WNPL, but we are still working out the details. When we do this, we will invite the public to the dedication event.
- Andrea Farr-Capizzi, Jo Beckwith, and Jennifer Cheng were re-elected to the WNPL Library Board of Trustees. Andrea will serve a two-year term. In accordance with Resolution 2017/2018-3, Jo's term will be a two-year term and Jennifer's term will be a four-year term.

*Meetings, programs, training attended:*

- Electronic Content Consortium Board Meeting (3/7).
- RAILS Board Resource Sharing Committee Meeting (3/11).
- Library Director Roundtable (3/14).
- Exchange Club (3/26).
- Electronic Content Consortium Board Meeting (3/27).

*Special plans for coming month:*

- Finalizing plans for *The Flex* and front of the library beautification planning: phase 2.
- Bingo in the Books on April 26.

*Special plans for the near future:*

- Develop the framework for WNPL bequest/planned giving program.
- Narrow down options for developing the next WNPL strategic plan.

**ADMINISTRATION**

**Friends:** The Friends made \$1,553.75 from their March Saturday book sale.

**Fundraising:**

Fundraising through March			
		March	Year to Date
Annual Fund		\$ 1,550.00	\$ 18,925.00
Gifts		10.05	20,661.33
<b>Total</b>		<b>\$ 1,560.05</b>	<b>\$ 39,586.33</b>

Warren-Newport Public Library District  
Executive Director's Report  
April 23, 2019

**Personnel:**

Status of Organization: March  
 Number of full-time employees: 32  
 Number of part-time employees: 57  
 TOTAL number of employees: 89  
 Full-time equivalents: 57

- 3/15/19-Sai Veeramasuneni- Circ Clerk, 21.50 hours wk, separated from employment
- 3/6/19-Diahnn Estes Lopes, new hire Adult Services Associate, 14 hours wk
- 3/14/19-Jon Beausoleil-rehire as substitute in Youth Department
- 3/18/19-Alex Cuadrado-new hire Facilities Maintenance Tech, 37.50 hours wk
- 3/18/19-Katelynn Rasmussen-Circ Clerk, hours increased from 16 to 23.50
- 3/18/19-Rebekah Raleigh moved from Youth Services Assistant Manager to Head of Youth Services

**Workshops, programs and training attended:**

Date	Title	Hours	Staff
3/6	CLC: ASL 1	2.0	Meg S.
3/8	Spring Picture Books	1	Janet C., Vicky S.
3/12	Tinker Meeting	4	Joanne T.
3/12	Springing Forward Youth Titles to Watch	1	Joanne T., Scott K., Janet C.
3/13	YA Award Winning Titles Seminar	7	Scott K.
3/20	CLC: ASL 1	2.0	Meg S.
3/21	Large Print, Big Adventures: Strategies for Increasing Youth Literacy-webinar	1.0	Dawn L.
3/22-3/24	C2E2	20	Scott K.
3/25	Fingerplays: Fun, Free, Focus & Skills	1	Janet C.
3/28	Get Set For Kindergarten: 10 Ways to Prep Preschoolers	1	Janet C.

**Public Relations/Graphics:**

- Our marketing focus in March was Bingo in the Books. Our goal was to sell out the event, which has been met. Up next is promotion for National Library Week, April 7-13.
- Continued to interview candidates for our open position as well as design work for Summer Reading Programs. The advent of the Communico project has also shifted priorities in the department.
- Our lobby display case focus was the 100<sup>th</sup> anniversary of the establishment of the Grand Canyon National Park, featuring souvenirs loaned from several members who have had the opportunity to visit the park. Our next display case theme will be the 130<sup>th</sup> birth anniversary of Charlie Chaplin and the legacy of silent films.

Warren-Newport Public Library District  
 Executive Director's Report  
 April 23, 2019

- The Reptomania and More program held on Sat., March 30, was featured in the Dairy Herald on the same date.

**Safety and Security Statistics:**

- Patron assist-----321
- Patron contact: improper behavior-----90
- Staff Assists-----90
- Patron contact: unattended children-----16
- Police assist-----4
- Setups for Meeting Rooms-----10

<b>Patron Suspensions</b>			
<b>Date</b>	<b>Person(s) suspended</b>	<b>Length of Suspension</b>	<b>Violation/reason</b>
3/5	Minor	1 day	Noncompliance with staff
3/7	Adult	1 year	Vulgar/abusive language, threatening staff, and disorderly conduct

**ADULT SERVICES**

- We received over 100 submissions for the FOL Creative Writing Contest.
- Diahnn Estes Lopez started her new position in Adult Reference.
- The first draft of our budget has been completed.

**CIRCULATION**

- Posted two openings for part-time circulation clerks.
- Shelving supervisor and staff maintained tax forms in lobby.

**INFORMATION TECHNOLOGY & FACILITIES**

- **Technology Items:**
  - Staff completed the staff Windows 10 upgrades.
- **Facility Items:**
  - 17 public meeting room setups.
  - 30 program meeting room setups.
  - Filled the open facilities staff position.
  - Anderson Pest Control completed their monthly inspection.
  - Passed the Illinois State Fire Marshal boiler inspection.

**OUTREACH**

- Filled the LP tank on the Bookmobile on 3/6/19.
- Began deposit collection service to Bickford Senior Home on 3/8/19.
- Completed the Wet Service and had a truck wash for the Bookmobile on 3/15/19.

Warren-Newport Public Library District  
Executive Director's Report  
April 23, 2019

- Angela Clarke attended a committee planning meeting for the Bookmobile Round Up on 3/22/19.
- Angela Clarke and Laura Stone represented the Library's Outreach Department and graciously accepted a financial memorial gift from Carolyn M. Johnson's family. The family also toured the Bookmobile to see the proposed location of a future memorial plaque in her honor on 3/29/19.

**TECHNICAL SERVICES**

- Evaluated and tested new phone notice system.

**YOUTH SERVICES**

- Rebekah Raleigh was promoted to Head of Youth Services.
- Hosted two very popular and well attended programs for families: Reptomania and Jim Gill's Nationwide Campaign for Play.
- Finalized the Youth Summer Reading Programs in Beanstack.
- Completed copy for Inside Angle.

**FEBRUARY STATISTICS**

**MAIN LIBRARY CIRC**

TYPE OF MATERIAL	MAR ADULT	MAR YOUTH	MAR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,284	493	1,777	12,680	4,184	16,864	19,998	-15.7%
Kits	0	225	225	0	1,654	1,654	2,967	-44.3%
Books	13,040	20,143	33,183	111,550	168,771	280,321	311,487	-10.0%
Music Compact Discs	1,510	228	1,738	14,175	2,298	16,473	21,737	-24.2%
DVD's	16,082	2,591	18,673	137,014	21,083	158,097	176,501	-10.4%
Magazines	1,056	55	1,111	10,664	884	11,548	12,514	-7.7%
Video Games	1,101	0	1,101	8,973	0	8,973	9,912	-9.5%
Videoplayers	0	57	57	0	382	382	539	-29.1%
E-readers	0	0	0	0	0	0	58	-100.0%
Umbrellas	6	0	6	72	0	72	34	111.8%
Telescopes	5	0	5	60	0	60	7	757.1%
ebooks (MMM, Hoopla)	2,819	0	2,819	23,857	0	23,857	22,027	8.3%
eaudiobooks (MMM, Hoopla)	2,705	0	2,705	21,287	0	21,287	16,538	28.7%
evideo (MMM, Hoopla)	264	0	264	1,968	0	1,968	1,470	33.9%
emusic (Hoopla)	137	0	137	1,258	0	1,258	1,342	-6.3%
emagazines (Zinio)	330	0	330	2,197	0	2,197	1,215	80.8%
ecomicrobooks (Hoopla)	82	0	82	691	0	691	578	19.6%
<b>Total emedia</b>	<b>6,337</b>	<b>0</b>	<b>6,337</b>	<b>51,258</b>	<b>0</b>	<b>51,258</b>	<b>43,170</b>	<b>18.7%</b>

Warren-Newport Public Library District  
Executive Director's Report  
April 23, 2019

<b>MAIN LIBRARY SUBTOTAL</b>	<b>40,421</b>	<b>23,792</b>	<b>64,213</b>	<b>346,446</b>	<b>199,256</b>	<b>545,702</b>	<b>598,924</b>	<b>-8.9%</b>
----------------------------------	---------------	---------------	---------------	----------------	----------------	----------------	----------------	--------------

\*\*MMM=MyMediaMall

**OUTREACH CIRC**

<b>TYPE OF MATERIAL</b>	<b>MAR ADULT</b>	<b>MAR YOUTH</b>	<b>MAR TOTAL</b>	<b>Y.T.D. ADULT</b>	<b>Y.T.D. YOUTH</b>	<b>Y.T.D. TOTAL</b>	<b>PREVIOUS Y.T.D. TOTAL</b>	<b>PERCENT CHANGE Y.T.D.</b>
Audiobooks	110	28	138	1,212	307	1,519	1,496	1.5%
Kits	0	174	174	0	1,634	1,634	1,558	4.9%
Books	654	2,308	2,962	5,548	20,869	26,417	26,840	-1.6%
Music Compact Discs	46	68	114	621	532	1,153	1,170	-1.5%
DVD's	895	172	1,067	7,248	1,629	8,877	9,585	-7.4%
Magazines	71	2	73	730	113	843	812	3.8%
Miscellaneous	0	0	0	21	0	21	4	425.0%
<b>OUTREACH SUBTOTAL</b>	<b>1,776</b>	<b>2,752</b>	<b>4,528</b>	<b>15,380</b>	<b>25,084</b>	<b>40,464</b>	<b>41,465</b>	<b>-2.4%</b>

**CIRC TOTALS**

	<b>MAR ADULT</b>	<b>MAR YOUTH</b>	<b>MAR TOTAL</b>	<b>Y.T.D. ADULT</b>	<b>Y.T.D. YOUTH</b>	<b>Y.T.D. TOTAL</b>	<b>PREVIOUS Y.T.D. TOTAL</b>	<b>PERCENT CHANGE Y.T.D.</b>
<b>GRAND TOTAL</b>	<b>42,197</b>	<b>26,544</b>	<b>68,741</b>	<b>361,826</b>	<b>224,340</b>	<b>586,166</b>	<b>640,389</b>	<b>-8.5%</b>

Warren-Newport Public Library District  
Executive Director's Report  
April 23, 2019

Services Statistics	March Adult	March Youth	March A-Bkm	March Y-Bkm	March Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
	TOTAL											
<b>DESK ACTIVITIES</b>												
Information	2,918	555	260	117	3,850	25,917	4,693	2,220	1,140	33,970	35,541	-4%
Reference/Titles Req.	2,351	667	371	184	3,573	19,818	5,941	3,049	1,664	30,472	32,480	-6%
E-Mail Reference	29	0	0	0	29	309	0	0	0	309	210	47%
Instruction Questions	1,120	22	0	0	1,142	9,121	374	0	0	9,495	9,230	3%
<b>Total Desk Activities</b>	<b>6,418</b>	<b>1,244</b>	<b>631</b>	<b>301</b>	<b>8,594</b>	<b>55,165</b>	<b>11,008</b>	<b>5,269</b>	<b>2,804</b>	<b>74,246</b>	<b>77,461</b>	<b>-4%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				543					4,584	5,153	-11%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				266					2,252	2,553	-12%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				513					4,778	5,558	-14%
ILL Borrowing Filled	Use: Borrowing Requests Finished				357					3,021	4,181	-28%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					8	11	-27%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	4	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				1					20	35	-43%
Article Borrowing Filled	Use: Borrowing Requests Finished				1					3	20	-85%
<b>CIRCULATION</b>												
In-District cardholders					42,395					42,395	39,908	6%
Reciprocal cardholders					11,766					11,766	11,174	5%
<b>Total Cardholders</b>					<b>54,161</b>					<b>54,161</b>	<b>51,082</b>	<b>6%</b>
RBP Loaned					6,416					55,947	63,844	-12%
**RBP Borrowed										17,859	71,459	-75%
Holds					7,132					62,539	61,304	2%
Patron Count Main					27,494					230,397	288,262	-20%
Self Check Out Use					27,577					248,821	288,601	-14%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					105					840	868	-3%
Preschools					14					112	101	11%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					5					42	45	-7%
Special events					0					2	6	-67%
<b>Total Bookmobile Stops</b>					<b>124</b>					<b>996</b>	<b>1,020</b>	<b>-2%</b>
<b>Total Patron Count</b>					<b>1,211</b>					<b>9,796</b>	<b>9,556</b>	<b>3%</b>
Homebound visits					36					283	217	30%
Deposit Collection deliveries					4					29	22	32%
Remote book drop pickups					0					198	221	-10%
<b>Total Van Stops</b>					<b>40</b>					<b>510</b>	<b>309</b>	<b>65%</b>
Days BKM on road					21					171	172	-1%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					20					197	221	-11%
Adult Attendance					214					3,058	2,992	2%
<b># of Youth Programs</b>					39					347	328	6%
Youth Attendance					847					7,358	5,071	45%
Adult Attendance					275					2,547	2,525	1%
<b># of Bookmobile Tours</b>					1					2	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					4					8	0	N/A
<b>OUTREACH (Prog./ Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>					1					9	9	0%
Adult Attendance					18					104	104	0%
<b># of Youth Prog. &amp; Visits</b>										27	36	-25%
Youth Attendance										1,170	2,205	-47%
Adult Attendance										688	863	-20%
<b># of BKM Prog. &amp; Visits</b>					5					5	10	-50%
Youth Attendance					87					87	329	-74%
Adult Attendance					17					17	113	-85%
<b>ROOM USE</b>												
Meeting Room Uses					47					293	367	-20%
Study Room Uses					793					5,165	6,350	-19%
<b>INTERNET USAGE</b>												
# of sessions					3,084					25,571	27,748	-8%
Total Hours					2,243					19,461	21,947	-11%
Average Session (minutes)					43					408	423	-4%
<b>OTHER SERVICES</b>												
Proctoring					3					43	30	43%
Voter Registration					0					16	4	300%
Website views					31,666					277,222	298,723	-7%
New items processed					2,733					22,133	24,883	-11%
Total materials Main library					303,552					303,552	303,439	0%
Total materials Outreach					17,470					17,470	17,843	-2%
<b>TOTAL MATERIALS</b>					<b>321,022</b>					<b>321,022</b>	<b>321,282</b>	<b>0%</b>
Adult Volunteer Hours					246.0					1,873.7	2,288.0	-18%
Student Volunteer Hours					26.0					1,171.4	848.6	38%
<b>Total Volunteer Hours</b>					<b>272.0</b>					<b>3,045.2</b>	<b>3,136.6</b>	<b>-3%</b>

END